



WICKERSLEY
PARTNERSHIP
TRUST

JOB VACANCY

Clifton Community School
Headteacher



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Dear Applicant

Thank you for your interest in this role within the Wickersley Partnership Trust. This opportunity comes at a hugely exciting time for our family of schools.

Wickersley Partnership Trust was founded in 2014. It exists to further the interests of the young people that it serves. We believe that education empowers and enriches. Our vision is to send all children into the world able and qualified to take their full part in it.

We are committed to ensuring that all students have the best educational experience possible. We are committed to raising achievement through high standards and expectations and we are committed to providing active, co-operative and independent learning through dynamic and high quality teaching. The climate for learning within Wickersley Partnership Trust is characterised by embedded inclusivity and high expectations from the whole Trust community for the Trust learning community. We are one school on several different sites and we would never do less for other people's children than we would do for our own.

At Wickersley Partnership Trust, we aim to create an atmosphere where each child is valued as an individual, enabling them to develop a positive self-image, self-discipline and respect for others. Students in our care are happy, enthusiastic resilient and purposeful learners. We want all the students within Wickersley Partnership Trust to grow into confident, caring and well-educated adults and this will require students, parents and teachers to work together in true partnership.

We place a strong emphasis on our core values. We celebrate our rich diversity and work in partnership with parents, children and the wider community. We aim to provide an innovative, creative and integrated curriculum which inspires and motivates children to learn and which takes account different learning styles and the communities we serve.

At Wickersley Partnership Trust, we believe that we are well placed to support and make a significant contribution to the development and effectiveness of a school-led system. All staff are supported thoroughly in their professional development through the dissemination of best practice and collaboration, and through reflecting and debating on their practice.

Sustainable school improvement is our core business and schools joining the Trust do so with the aim of improving each other so that each of them can become outstanding. School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

Thank you for your interest in joining Clifton Community School. I looking forward to receiving your application and meeting you in person.

Helen O'Brien

CEO, Wickersley Partnership Trust



WICKERSLEY
PARTNERSHIP
TRUST

JOB VACANCY

HEADTEACHER - CLIFTON COMMUNITY SCHOOL

LOCATION: Clifton Community School

REQUIRED: September 2021

CONTRACT: Permanent

NUMBER ON ROLL: 889

SALARY: Group 7 L24 - L30 (£74,295 - £86,061)



Wickersley Partnership Trust, in association with the Governing Board of Clifton Community School, are seeking an outstanding Headteacher with a proven track record of success to build on the school's strengths and take it forward into the next stages of its development. Clifton is a thriving, multi-cultural, 11-16 school of almost 900 students, which was rebuilt in 2005. We are a school with high expectations and a student-centred focus. In 2019, Ofsted acknowledged that Leaders and teachers have a real passion for doing their best for students. Clifton is a 'Good' school (Ofsted December 2019), with the drive and determination to be outstanding.

At Clifton Community School, we aim to send all students out into the world able and qualified to play their full part in it, through an ambitious, creative and innovative curriculum which empowers students with the skills, knowledge and attributes to allow them to succeed in the next phase of their education and on into their working life.

We aim to engender a love of learning, self-belief and aspiration by:

- Removing barriers and development of basic skills
- Developing skills for learning
- Developing personal attributes
- Enriching their experiences and broadening their horizons

This role is an exciting opportunity for a new leader to build on our current success, develop a fresh perspective on whole-school improvement, and implement changes to enhance our student and staff experiences.

If you are a strategic leader who is wholeheartedly committed to education with the skills, experience and knowledge required to provide inspirational leadership whilst sharing our values and ambition to develop excellence in all our young people and employees, we would like to hear from you.

The successful applicant will need to display a wide range of skills and experiences including a thorough understanding of the educational landscape, a strong grasp of financial and governance frameworks, and the ability to act with high levels of integrity and humility who will share our vision and ethos *'to send every young person out into the world, able and qualified to play their full part in it'*.



You will need to harness these abilities to help identify innovative and effective responses to the current challenges facing Trusts and Schools alike. Critically you will be able to energise and enthuse all of our stakeholders. We believe that for the right candidate the role will be exciting, rewarding and fulfilling.

WE CAN OFFER THE SUCCESSFUL CANDIDATE:

- The opportunity to develop professionally and personally
- A strong, innovative and focused team of teachers and support staff who are all proud to be part of the CCS family
- A committed Senior Leadership Team with high expectations of themselves, staff and pupils and are relentless in their drive to bring about improvement in their subject areas
- Mature, well-behaved students with high aspirations to learning and who have pride in their school
- Parents who value the school's support and the progress made by their children
- A 'Good' School (Ofsted December 2019)
- An ambitious Governing Board which provides key support and challenge, with commitment to our Continuing Professional Development
- A school that is well run and in a stable financial position
- Opportunities to work collaboratively and receive support from the Trust

WE WANT A CANDIDATE WHO:

- Has significant leadership experience and will be comfortable managing competing agendas
- Has vision and credibility and who will be an inspirational leader for the whole school community
- Is committed to driving excellence in teaching and learning in order to raise standards and secure the best outcomes for all students
- Has impressive levels of commitment, drive and resilience
- Is an innovative, strategic thinker, able to plan for continuous improvement and manage change with confidence
- Can develop a trusting and supportive working relationship with staff that fosters their confidence and inspires and challenges them to further achievement
- Can embrace the challenge of an ever-evolving educational landscape whilst developing our inclusive ethos within the school
- Can sustain and further develop the school's positive relationships with parents/carers and maintain well-established links with other schools based within the Trust

Visits to our school are strongly encouraged and warmly welcomed. To arrange a visit to the school please contact Jen Jarvis at hr@wickersleypt.org. In light of Covid restrictions, visits will take place after school hours.

CLOSING DATE: Thursday 13th May 2021 (noon)

INTERVIEW DATE: Tuesday 18th & Wednesday 19th May 2021

Application forms and further details are available from the links provided or by visiting <https://wickersleypt.org/>.

Completed applications should be returned to hr@wickersleypt.org.

Clifton Community School and Wickersley Partnership Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please visit the school website to view our safeguarding policy.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records at an enhanced level. Further information about the Disclosure Scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#dbs-checks>.



APPLICATION & SELECTION PROCESS

Headteacher, Clifton Community School

REQUIRED: September 2021

CONTRACT: Permanent

NUMBER ON ROLL: 889

SALARY: Group 7 L24 - L30 (£74,295 - £86,061)

Your application form should be completed with reference to the job and person profile description, but we do ask that you limit your further information to two A4 pages.

In addition, the Governing Board would like you to submit your answer to the following question, not exceeding one A4 page:

How you would inspire confidence and embed an ethos of collaboration between staff and hold middle leadership teams to account for their performance?

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

Key Dates

Closing date for application: Thursday 13th May 2021 (noon)
Any application received after this date will not be accepted.

Shortlisting of applicants: Friday 14th May 2021
Candidates chosen for the shortlist will be notified as soon as possible afterwards. Unsuccessful applicants will also be notified.

Visits to the school are strongly encouraged and warmly welcomed. Please contact Jen Jarvis at hr@wickersleypt.org to arrange a visit.

Assessment and Interviews: Tuesday 18th and Wednesday 19th May 2021
Successful candidates on day one will be invited to participate in day two.

Full Governing Board decision: Wednesday 19th May 2021

Applications: Please return your completed application form, marked for the attention of: Jen Jarvis, HR Assistant by emailing: hr@wickersleypt.org.



JOB & PERSON PROFILE

HEADTEACHER - CLIFTON COMMUNITY SCHOOL

GRADE: Group 7 L24 - L30
RESPONSIBLE TO: Local Governing Body
STATUS: Permanent
HOURS OF WORK: Full Time



KEY DUTIES / AREAS OF RESPONSIBILITIES

Main Purpose of the Post:

The Headteacher is responsible for the internal organisation, management and control of the school, in accordance with current statutory requirements and instruments of government of the school. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education for all its pupils and continued improvements to enhance the overall efficiency and effectiveness of the school.

Main Duties and Responsibilities:

The post holder will undertake the professional duties of the Headteacher, as set out in the current School Teacher's Pay and Conditions Document relating to the Conditions of Employment of Headteacher. These duties will be carried out in accordance with the National Standards for Head teachers as published by the DfE.

- To achieve any performance criteria, objectives or targets agreed with or set by the School's Local Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff, and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- To manage the school budget ensuring resources are allocated to allow staff to discharge their responsibilities

Generic Duties:

Undertake any other duties and responsibilities commensurate with the post of Headteacher including;

- Responding to matters affected by changes in legislation
- Consulting as necessary with staff, parents, pupils, Local Governing Body and Trustees, local community and the Local Authority

Specific

The School's Local Governing Body and Trustees wishes a particular emphasis to be placed upon the following:

PLANNING

Plans work, projects and programmes to ensure results are delivered on time and to quality standards.

- Sets the direction for the Trust ethos and drives key intentions.
- Empowers individuals in decision making.
- Holds individuals and teams to account for the delivery of projects and programmes.
- Oversees planning and resourcing for multiple areas, ensuring efficient and effective deployment of resources.

COMMUNICATING AND ENGAGING

Communicates in a professional, clear, concise and appropriate way, actively listening to others and responds with respect.

- Communicates a compelling vision by articulating complex concepts and rationales to all types of audience.
- Obtains, understands and responds to the views of all internal and external stakeholders; influences and challenges views appropriately.
- Develops and implements communication channels and activities to ensure effective horizontal and vertical communication.
- Engages with diverse audiences, influencing others to participate and contribute.
- Is a vocal advocate and promotes the reputations of WPT with authority and credibility to the external environment.

WORKING COLLABORATIVE

Collaborates with others and values their contribution.

- Build a strong network of partnerships to help achieve Trust objectives, publicly celebrating effective collaboration.
- Identify and overcome barriers to collaboration with internal and external stakeholders.
- Values different skills, expertise and opinions and seeks to utilise them to deliver better outcomes.
- Identifies and creates opportunities for networking across the Trust.
- Creates a collaborative working culture which develops the strengths and skills of individuals and teams to achieve improved outcomes.

DELIVERING RESULTS

Achieves timely results through efficient use of resources and commitment to quality standards.

- Establishes quality standards and provides assurance that they are met.
- Establishes systems to ensure all staff can identify the direct connection between Trust outcomes and individual work.
- Ensures wider organisational objectives are taken into account in setting targets and performance goals.
- Takes action to re-prioritise if performance standards drop.
- Influences others to take decisions and achieve results

MANAGING SELF AND LEADING OTHERS

Takes personal responsibility to manage work and performance and to lead, inspire and motivate others.

- Acts as a professional role model for colleagues, sets high personal goals and takes pride in achievements.
- Motivates and influences others to deliver quality outcomes.
- Provides visible leadership and is accountable for the performance of multiple teams.
- Manages challenging, ambiguous and complex issues calmly and logically.
- Champions a culture of local and institutional learning that supports Trust objectives.

SEEING THE BIGGER PICTURE

Understands how individual work connects to that of others across the Trust and externally.

- Acts as an ambassador for the Trust both internally and externally.
- Actively seeks to further the Trust strategy through research, teaching, academic or professional practice.
- Embeds environmental sustainability, equality, diversity and inclusion, representing professional services internally and externally.
- Shapes and influences understanding of wider issues, assessing the implications and taking action.
- Develops in depth insight into dynamics and issues surrounding the Trust and develops plans to respond to them.

MAKING DECISIONS BASED ON EVIDENCE BASED RESEARCH

Thinks, analyses and considers the broader context to develop practical solutions.

- Re-prioritises work and redeploys resources to meet changing needs.
- Takes charge and sets direction when necessary to facilitate action or change.
- Analyses competing and conflicting information, making sound judgements on priority and direction.
- Makes and communicates the rationale for complex decision making affecting a range of stakeholders.
- Collates and brings together relevant management information from a variety of sources to inform strategic decisions.
- Contributes to the development of strategy and influences strategic priorities and outcomes.

WICKERSLEY PARTNERSHIP TRUST

Wickersley Partnership Trust (WPT) exists to further the interests of the young people it serves. The primary objective of our partner schools is to deliver an education that empowers and enriches the lives of our children and young people. We never knowingly do less for other people's children than we would for our own.

SCHOOL TO SCHOOL SUPPORT

School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the CEO. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

JOB SPECIFIC NOTES

A Disclosure and Barring Service Check at an Enhanced Level is required.

PERSON PROFILE E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE		Essential/ Desirable	Method of Assess- ment
KNOWLEDGE, EXPERIENCE AND SKILLS			
Headteacher experience		E	A
Substantial and successful recent experience as a senior leader/manager in a secondary school		E	A
Thorough knowledge of the National Curriculum and assessment		E	AIR
Experience and knowledge of how to secure improved standards with evidence of improved progress and outcomes for students with a record of raising standards in teaching and learning		E	AI
Knowledge and experience of leading a school through a successful Ofsted inspection		E	AIR
Proven leadership capacity to support a high level of staff morale and ability to motivate others		E	AIR
An inspirational leader, effective manager and strategist, passionate about people and leadership development, effective curriculum and outcomes and the wellness of both staff and students		E	AIR
A record of successful working relationships with students, staff, parents/carers, governors, the Local Authority and the wider community and a strong and embedded ethos of collaboration between schools within the Trust		E	AI
Anticipating and solving problems and identifying opportunities		E	I
Excellent interpersonal, written and oral communication skills		E	A
Setting high expectations and achieving challenging goals and opportunities		E	AI
Capacity to use ICT to increase the effective management of the school		E	AI
Prioritising work and meeting deadlines		E	AI
Able to analyse and use data to establish benchmarks and set challenging targets for improvement		E	AI
Experience of motivating and inspiring pupils to succeed		E	AIR
Commitment to ensuring inclusion, addressing diversity and access and developing students by providing rich opportunities for learning both within and outside the classroom		E	AI
Successful involvement in performance management, self-evaluation processes and data analysis as an aid in personal and institutional improvement, development and change		E	AI
Commitment to and capacity to influence continuous school improvement and to providing high quality professional development opportunities to all employees		E	AIR
Proven leadership of delegating tasks and responsibilities and monitoring and evaluating outcomes and impact		E	AIR
Successful track record of financial management and a clear understanding and experience in people management		D	AIR
Experience of effective leadership of multiple schools		D	AIR

PERSON PROFILE E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE		Essential/ Desirable	Method of Assess- ment
SAFEGUARDING			
Secure knowledge of legislation and guidance related to safeguarding children		E	AIR
Demonstrate a commitment to safeguarding and the welfare of children and young people		E	AIR
Emotional resilience in working with challenging situations		E	AIR
Appropriate use of authority and discipline		E	AIR
QUALIFICATIONS			
Qualified Teacher Status		E	A
Degree or other professional qualification		E	A
NPQH qualification (if first appointment to headship) or that you are working towards this or another relevant post graduate qualification		D	A
Evidence of commitment to continuous professional development in preparation for leadership, current education initiatives and learning approaches		E	A
PERSONAL QUALITIES			
The ability to form effective working relationships quickly		E	I
An effective decision maker and the ability to take calculated risks		E	IR
Able to communicate effectively to a range of audiences		E	I
Has personal impact and presence		E	I
Shows resilience in leading staff through challenging and changing environments		E	R
Shows respect for others and gains credibility with a wide range of staff that you will lead as Headteacher of the school		E	IR
PERSONAL/PHYSICAL REQUIREMENTS			
No serious health problem which is likely to impact upon job performance (that is one that cannot be accommodated by reasonable adjustments).		E	A
Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability).		E	R

NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)

The job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in consultation with the employee in the future to meet the changing needs of the school. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions and National Standards of Excellence for Headteachers.

Clifton Community School is committed to protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.